

5 October 1979

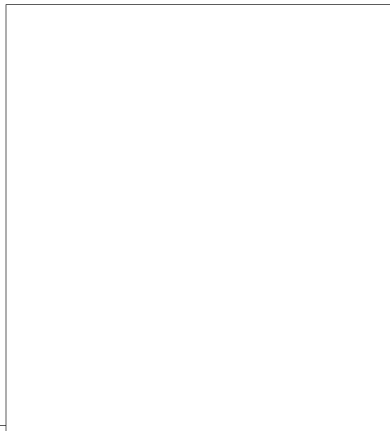
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MEMORANDUM FOR THE RECORD

SUBJECT: Meeting of Agency Energy Committee -
3 October 1979

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1. The second meeting of the Agency Energy Committee convened at 1330 hours on 3 October in Room 7D32 Headquarters. The following were in attendance:



Office of Logistics
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Office of Logistics
Office of Logistics
Office of Logistics
Office of Data Processing
Office of Personnel
Office of Communications
DDA Staffs
DDS&T
DDO
NFAC

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2. [redacted] gave a quick run-down of the topics that were discussed at the last meeting. The action officers then gave the following project updates:

a. Use of Fans and Heaters: The Director of Logistics has authorized [redacted] of the Real Estate and Construction Division, [redacted] STAT
OL, to approve requests for the use of fans and heaters. In all cases in which a fan is requested, an engineer will make an assessment of the temperature reading to determine if there is, in fact, a problem. He will then make contact with the building manager to see if the deficiency can be corrected. If all else fails and there is still a ventilation or temperature problem, then a fan will be authorized.

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Heaters - There is even a greater reluctance to issue heaters than fans. In the past, any heater that has been authorized has been on a short-term basis. No heaters have been officially issued to an office. It was suggested that we start a campaign this winter to identify unauthorized heaters and have them taken home or turned in as part of our energy conservation program. The use of personal heaters is prohibited, and tight controls would be needed in order to make the program effective. Language to this effect will be incorporated into the headquarters notice that is soon to be published on the use of heaters and fans. The notice will also include a statement on what steps should be taken if the temperature dips below 65°.

b. Uninterrupted Power System (UPS) - Both ODP and Commo have looked at the criticality of the UPS, and the decision was made to back-off on the issue of discontinuing the UPS as an energy saving measure. ODP and Commo will prepare a memorandum of justification for the retention of the UPS.

c. Small Boiler, Power Plant - A study was conducted on the feasibility of introducing an intermediate-sized boiler into the power plant in lieu of the three enormous boilers that are currently in use. The design has now been accomplished, with bid opening scheduled for the 18th of this month. Small boilers will still be needed in the cafeteria and in the Printing and Photography Division, with the main power plant being cut down completely. As a result, there may be no hot water in the rest-rooms next summer.

d. Assignment of Engineer - The Real Estate and Construction Division, OL, will be devoting some engineering manpower to cost out some major energy saving ideas. Some of the things they will be looking at include: investing in drapes all over the building, using Mylar coating on windows, and the feasibility of closing the Director's garage.

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e. Pamphlets - Pamphlets containing energy conservation tips are very popular items, and will continue to be made available to all interested employees.

f. Vanpools - The headquarters notice on vanpools will be distributed in the near future. Although there is no leasing company currently established in Virginia, it is hoped that a positive response from those employees living in Virginia may prompt action on the part of appropriate officials in the State of Virginia. One of the many benefits to be derived from vanpooling is that employees will be exempt from paying parking fees.

g. Parking Policy - A headquarters notice establishing rates is now on its way to Regulations Control Division. Those buildings that will be charged for parking initially are NPIC and 2430 E Street. Rates for the first two years will be at one-half the full fare rate. STAT

h. Logistical Services - The Logistics Services Division, OL, is being bombarded with requests for increased services. In order to conserve energy, people must be willing to give up additional courier and shuttle runs. We are still operating with our 1978 gasoline allocation, with a 5-gallon limit, being pumped at the Motor Pool for official and U-Drive vehicles. Directorate reps were asked to take a closer look at their POV reimbursement policies, especially in those cases where shuttle service is available. Now is the time to take action on these issues before the situation reaches the critical stages. It was also noted that there were 110 less carpools this year than last year, with 389 more people being accommodated because of larger carpools.

i. Flex-time - The headquarters notice on flex-time and compressed workweek should be out shortly. The program is encouraged but will not be compulsory. It will initially be authorized for a three-year trial period. Employees should be made aware that no increased services will be provided if they elect to go to the new work schedule.

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3. The directorate reps were asked to direct any comments they had on various employee suggestions on energy conservation to [redacted] Chief, Plans and Programs Staff, OL, on extension [redacted] The meeting adjourned at this point.

[redacted]
Acting Chairman
Agency Energy Committee

Distribution:

- 1 - Each attendee
- 1 - OL/P&PS Official
- 1 - D/L Chrono
- 1 - DDA

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O-D/L:pat [redacted] (5 Oct 1979)

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MEMORANDUM FOR: All DDO Division Chiefs

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FROM :

[REDACTED]
DDO representative to the Agency Energy
Committee

SUBJECT : DDO Energy Committee

1. As explained in the attached memorandum, we have been asked to form a Directorate Energy Committee to assist the Office of Logistics in meeting its responsibilities as the Energy Conservator for the Agency. The DDO Committee will review proposed policy for impact prior to implementation, solicit, evaluate, and help develop new energy-saving ideas, and filter out those ideas and suggestions from DDO employees that are impractical or have been previously considered.

2. It is requested that you select an officer from your Division to serve on the DDO Energy Committee. The primary qualification is a genuine interest in helping the Agency with this problem, which likely will be with us for a very long time. Your representative can contact me on

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